

SPECIFICATIONS AND PERFORMANCE REQUIREMENTS FOR JANITOR SERVICE

Premises to be served is the FAA Airways Facilities Building and the FAA Air Traffic Control Tower at the Tri-City Regional Airport, Blountville, TN.

1. The Contractor shall furnish all labor and supplies of good commercial grade acceptable to the Contracting Officer's Representative. This includes, but is not limited to, tools and appliances, vacuum cleaner, brooms, mops, applicators, waxes, waste basket liners, toilet supplies, and polishes.

SEE ATTACHED SCHEDULE OF FREQUENCY OF ACCOMPLISHMENT AND LISTING OF SQUARE FOOTAGE OF FLOOR SPACE

2. SPECIFICATIONS:

- a. Floor Cleaning: Clean all exposed floor surfaces by removing all debris; such as, but not limited to, dust, loose dirt, mud, scum, grease, scuff marks, oil, spillage, drippings and trash. Dust and loose dirt shall not be stirred up while cleaning.
- b. Trash Disposal: Empty trash baskets and ashtrays; also remove and dispose of trash in a manner that will not conflict with local sanitary regulations. Trash will be placed in contractor-furnished suitable containers.
- c. Furniture Cleaning: Clean all exposed surfaces of furniture, including outside glass of the bookcases, by removing all dust, fingerprints, etc. Dust shall not be stirred up while cleaning. This does not include high dusting of light fixtures or electronic equipment.
- d. Rest Room Fixtures Cleaning: Clean all exposed surfaces of rest room fixtures and trim by removing all foreign matter and scum. Also, sanitize commodes, commode seats, urinals and flush valves. Damp wipe walls to remove spots and soil.
- e. Floor Buffing: Clean, damp mop, remove scuff marks, and power buff all exposed floor surfaces by using supplies, equipment and methods for providing a clean and properly buffed surface.
- f. Floor Waxing: Scrub and/or strip, wax, and power buff all exposed floor surfaces. Only non-slip (NOT self-polishing) floor wax shall be used. All materials, supplies, equipment and methods of work used shall provide a clean, safe and well-protected floor.
- g. Window Cleaning: Clean both inside and outside of windows by removing all foreign matter, scum and dirt. Clean sills, wall troughs and frames. Wash venetian blinds.
- h. Fill: Fill paper towel, toilet tissue and soap dispensers and/or containers, where applicable.
- i. Carpet Cleaning: All carpets are to be vacuumed and shampooed according to schedule.
- j. Building Lighting: As required, replace all defective incandescent lights and fluorescent tubes.
- k. Vestibules: Clean both inside and outside of glass by removing all foreign matter, maintain floors to above levels, and maintain mats by removing all foreign matter, dirt, and scum.

NOTE: The Contractor will not clean electronic equipment, engine generator, or other associated equipment.

3. DEFINITION OF ABBREVIATIONS:

D -- Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

D5 – Monday, Wednesday, Thursday, Friday, Saturday

D4 – Monday, Wednesday, Friday, Saturday

2W – Monday, Thursday

W - Wednesday

BW – Every other Wednesday

M - 15th day of the month (+ 3 days)

Q - 15th day of August, November, February and May (+ 5 days)

SA – 15th day of October and April (+ 15 days)

A - 15th day of April (+ 30 days)

4. SQUARE FEET OF FLOOR SPACE IN THE AIRWAY FACILITIES BUILDING AT TRI-CITY AIRPORT:

<u>Location</u>	<u>Floor Space (Sq. Ft.)</u>
AFSSC Manager's Office	192
Secretary/Reception & Waiting Area	301
Break Area/Ready Room	404
Conference Room	410
Mail room	96
Coordinator/CBI Room	144
MMS Room	144
Technical Library	352
Corridors	364
Rest Rooms	228
Mechanical Equipment Rooms	75
Bulk Storage/Loading Dock	347
Shower Room	38
Admin Storage	72

SQUARE FEET OF FLOOR SPACE IN THE AIR TRAFFIC CONTROL TOWER AT TRI-CITY AIRPORT:

<u>Location</u>	<u>Floor Space (Sq. Ft.)</u>
Cab	700
Break Room	450
Telco Room	60
TRACON	600
4 th Floor Equipment Room	600
3 rd Floor Equipment Room	360
3 rd Floor Office	180
2 nd Floor Offices	540

1 st Floor Addition	1122
1 st Floor Training Room	288
1 st Floor Storage Room	100
Mechanical Equipment Rooms	720
Restrooms	200
Hallways & Stairways	820

5. Work Requirement: Services are to be performed as indicated:

a. Rest rooms:

- (1) Clean all urinals and commodes, by chemical means, as often as required for the elimination of odors, and apply a suitable deodorant.
- (2) Service all rest rooms to maintain a constant supply of hand soap (of the type required for dispensers installed in the building), hand towels and toilet tissue, where dispensers are provided.
- (3) Clean all rest rooms, including spotting walls and partitions, cleaning of mirrors and cleaning and disinfecting fixtures.
- (4) Clean soap dispensers to prevent clogging.
- (5) Damp wipe all walls, wainscoting and partitions.
- (6) Wash all walls, wainscoting, partitions and ceiling.

b. Waste Containers:

- (1) This item includes the collection of waste paper, bottles, cups, garbage, etc., as required from all activities in the building.
- (2) Clean waste containers by washing or damp wiping inside and out at such a rate that all will be taken care of once each thirty (30) days.
- (3) All waste paper, bottles, cups, ready room garbage, etc., shall be placed in Government furnished dumpster.
- (4) The Contractor shall collect and remove from the building all packing materials and empty shipping containers as directed by the AFSFO Manager, or his representative:

c. Ash Receptacles:

- (1) Empty ashtrays into metal containers, wiping ashtrays clean, and removal of the resulting waste from the property.
- (2) Clean all jardinieres, and sand urns and/or corridor ash receptacles and smoking stands as follow:
 - (a) Sand Type – The soiled sand shall be removed, the opening and exterior cleaned and the soiled sand sifted or replace with fresh sand, as required.
 - (b) Other dry and/or floor standing types, or those fastened to walls, shall be cleaned and the funnels polished.

- d. Drinking Fountain: Clean all drinking fountains in the building. This includes wiping metal, polishing bright work and scrubbing porcelain with disinfectant type cleaner.
- e. Outside Entrance Care: Sweep and police outside entrances, parking lot, and sidewalks; also clean doors and other glass in entrances and polish push plates. Removal of snow from the sidewalks, including a walkway through the FAA parking lot to the Tower building sidewalks by 8:00 a.m., when required.
- f. Floors:
 - (1) Wax: Contractor shall furnish and use a non-slip wax approved by AF Manager or his representative on duty. Contractor shall not use a self-polishing wax.
 - (2) Sweeping Compound: Contractor shall furnish and use a wax-base sweeping compound. Contractor shall not use an oil-base sweeping compound.
 - (a) Sweep and damp mop all floors, stairs and landings.
 - (b) Remove all chewing gum and other adhesive material.
 - (c) Remove scuff marks and machine buff all tile areas.
 - (3) Quarterly: Remove scuff marks, scrub, wax and machine buff all waxed floors.
 - (4) Semi-Annually: Shampoo all carpeted areas.
 - (5) Annually: Thoroughly scrub and strip all waxed floors to remove all old wax and soil. Apply new wax. After the new wax has been applied and is sufficiently dry, it shall be machine buffed to a satisfactory finish.

NOTE: Care must be taken to prevent floor wax from getting on operations and equipment cabinets. The Contractor must remove any floor wax applied to cabinets, and if the application and removal of the wax damages the finish of the cabinets, he/she shall be required to remove and refinish them at his/her own expense.

- g. General Cleaning:
 - (1) Dust and clean all room, corridor and lobby space including furniture, equipment, windowsills and all surfaces within reach while standing on the floor. Thoroughly clean all exposed surfaces in Ready Room.
 - (2) All carpets will be vacuumed and spot shampooed, if necessary.
 - (3) Clean all glass bookcase fronts.
 - (4) Wash all furniture and cabinets to remove fingerprints, scuff marks, etc.
 - (5) Wash clear glass in interior doors, partitions, bulletin boards, etc.
 - (6) Clean all opaque glass in doors and partitions.
 - (7) Spot clean walls, transoms, etc. (removal of spots from walls and glass).
 - (8) Clean area around ventilating grilles and the area around air-conditioning outlets where installed.

(9) Wash all windows, inside and outside, clean sills and frames; clean blinds.

(10) Dust all exposed pipes and cuts, high files, window and doorframes and casings, dust walls and ceiling and other objects not within reach while standing on the floor.

6. General Requirements:

- a. The Contractor shall provide adequate supervision at all times to insure complete and satisfactory performance in accordance with the terms of the contract.
- b. The Contractor, due to FAA building security requirements, shall maintain a stable workforce with infrequent personnel changes (not more than three changes per year would be an acceptable norm).
- c. Contractor's employees may be required to wear ID badges while on FAA premises.
- d. The Contractor and his employees will be subject to all rules and regulations relative to entering and leaving the building.
- e. The contractor will be responsible to see that his employees do not disturb papers on desks, open desk drawers or cabinets, or use telephones provided for Official Government Use.
- f. All work must be accomplished between the hours of 8:00 a.m. and 4:30 p.m., except in unusual circumstances approved by the AF Manager or his representative. A minimum of 90 hours per month to perform this work.
- g. In case of any emergency condition involving water leakage or flooding in a particular section of the building or other occurrences requiring immediate correction, the Contractor shall divert his force, or such part thereof as is necessary, from their normal assigned duties to meet the condition. When these employees are no longer needed for the special work, they shall be directed by the Contractor to return to their normal work.

No additional cost shall be charged the Government for the diversion of the Contractor's employees from their normal work to the special work. However, recognition shall be taken of the diversion and the Contractor will not be penalized because the normal work which otherwise would have been performed during the interval has been neglected.

- h. The Contractor shall also arrange for personnel to report fires, hazardous contains and items in need of repair, including dead lights, leaky faucets, toilet stoppages, etc.
- i. Contractor Storage Space: Space is available for the Contractor to store his mops, brooms, wax equipment and supplies, such as paper towels, toilet tissue and soap. The Government will not be responsible in any way for damage to the Contractor's stored supplies. Space must be kept clean and neat by the Contractor.
- j. List of Approved Cleaning Materials:
 - (1) For cleaning floors, painted surfaces, metal fixtures and windows, use cleaning compound, solvent-detergent, liquid, heavy-duty concentrate, Octo-Solve or equal.
 - (2) For cleaning toilet bowls and urinals, use Type II cleaners in accordance with Federal Specification O-C426(d). Follow directions on label to prevent injury to personnel or damage to fixture (Tri-)-Per, or equal).

- (3) Dust cloths and yard brooms or sweep mops shall be treated with Velvee-sheen or equal to increase dust retention, according to the manufacturer's specifications. The brooms and dust cloths shall be free from objectionable odors.
- (4) For cleaning ceramic tile and terrazzo, use scouring compound type II, Federal Specifications P-S-311, Interim Amend. 1, Palco, or equal.
- (5) No sweeping compound containing sand or oil shall be used, Federal Specifications P-S-863a, Magic Sweeping Compound, or equal, may be used.
- (6) Use Federal Specifications P-W-155(a), Text Was-12, or equal, for waxing linoleum, rubber or asphalt tile floors.
- (7) Use plastic or resin base with high-slip resistance, Franklin's Emulsion Paste Wax and Pantaloon floor finish, or equal, for waxing vinyl covered floors.
- (8) Where wax is specified herein, the Contractor may use more recently developed floor maintenance materials as a substitute, provided the performance is at least equal to that of the wax material described in paragraphs 5, 6 and 7 above. The Government representative shall approve substitute materials.

FREQUENCY TASK CHART

[illegible]

FREQUENCY TASK CHART

RM #	PURPOSE
	REPLACCE AND CLEAN LIGHTING
	POLICE AREA
	CLEAN BRIGHT METAL
	CLEAN GLASS DOORS / WALLS
	CLEAN VENETIAN BLINDS / DRAPES
	CLEAN WINDOWS OUTSIDE
	CLEAN WINDOWS INSIDE
	CLEAN WINDOW SILLS, WALL TROUGH
	DUST AND CLEAN
	CLEAN LIGHT FIXTURES, VENTS, A/C OUTLETS
	REPLENISH SOAP & PAPER
	CLEAN FURNITURE
	SPOT CLEAN WALLS / PARTITIONS
	COLLECT PAPER / TRASH
	CLEAN PLUMBING FIXTURES / MIRRORS
	MOOP / STRIP / WAX / BUFF TILE FLOOR
	MOOP / WAX / BUFF TILE FLOOR
	MOOP / BUFF TILE FLOOR
	MOOP FLOOR
	VACUUM / SWEEP FLOOR
	SHAMPOO CARPET
	VACUUM CARPET

FREQUENCY TASK CHART

RMI #	ROOM NAME	VACUUM / CARPET	VACUUM / SHAMP	VACUUM / WAX	MOP / STRIP	CLEAN PLUMBING	CLEAN ELECT	SPOOT CLEAN WALLS	REPLENISH SUPPLIES	CLEAN LIGHT FIXTURES	DUST AND TRASH	CLEAN WINDOW SILL	CLEAN WINDOW INSIDE	CLEAN WINDOW OUTSIDE	REPLACE AND CLEAN LINEN	CLEAN VENETIAN BLINDS	CLEAN ANGLE	POLICE AREA
	ATCT Building																	
	AT Manager's Office	D5 A								A	W A	A A	A A	A A	W	SA		
	Secretary/Reception Area	D5 SA								A	W A	A A	A A	A A	W	SA		
	AUS/Area Mgr Office	D5 A								A	W A	A A	A A	A A	W	SA		
	TRACON	D5 SA								Q	D5 A	A A	A A	A A	W	SA		
	Tower Cab	D5 SA								Q	D5 A	A Q	A Q	A Q	W	SA		
	Break Area/Ready Room										W A	A A	A A	A A	W	SA		
	4th Floor Equipment Room									Q	W A	A A	A A	A A	W	SA		
	Conference Room	D3 A								A	W A	A A	A A	A A	W	SA		
	Training/QAS Office	D3 A								A	W A	A A	A A	A A	W	SA		
	Coordinator/CBI Room	D3 A								A	W A	A A	A A	A A	W	SA		
	1st Floor Equipment Room	D3 A								A	W A	A A	A A	A A	W	SA		
	Smoke Room									A	W A	A A	A A	A A	W	SA		
	Corridors/Staircase									A	W A	A A	A A	A A	W			
	Rest Rooms									Q	D5 A	A A	A A	A A	W			
	Mechanical Equipment Rooms									A	W A	A A	A A	A A	W			
	Outside Areas									A					W			
	Vestibule									Q	W A	A A	A A	A A	W			
	1st Floor Addition	D5 SA								Q	W A	A A	A A	A A	W	SA		

RM #	ROOM NAME
	V A C C U U M C A R P E E T
	S H A A M P O O C A R P E E T
	V A C C U U M / S W E E P F L O O R
	M O P / B U F F T I L L E F L O O R
	M O P / W A X / B U F F T I L L E F L O O R
	M O P / S T R I P / W A X / B U F F T I L L E F L O O R
	C L E A N P L U M B I N G F I X T U R E S / M I R R O R S
	C O L L E C T P A P E R / T T R A S H
	S P O T C L E A N W A L L S / P A R T I T I O N S
	C L E A N F U R N I T U R E
	R E P L E N I S H S O A P & P A P E R
	C L E A N L I G H T F I X T U R E S / V E N T S A / C O U T L E T S
	D U S T A N D C L E A N
	C L E A N W I N D O W S I L L S , W A L L T R O U G H S
	C L E A N W I N D O W S O U T S I D E
	R E P L A C E A N D C L E A N L I G H T I N G
	C L E A N V E N E T I A N B L I N D S / D R A P E S
	C L E A N G L A S S D O O R S
	C L E A N B R I G H T M E T A L
	P O L I C E A R E A